

CONTRACT REQUEST FORM (CRF)

CEC-94 (Revised 5/11)

CALIFORNIA ENERGY COMMISSION



☒ New Contract 600-12-602 ☐ Amendment to Existing Contract: - - Amendment Number:

Division	Contract Manager:	MS-	Phone	CM Training Date
600 Fuels and Transportation Division	Laura (Lawson) Graber	41	916-651-1461	10/18/07

Contractor's Legal Name	Federal ID Number
Sierra Research	94-2787524

Title of Project
Motor Vehicle Attributes, Survey and Analysis

Term	Start Date	End Date	Amount
New/Original Contract	03 / 15 / 13	06 / 30 / 16	\$ 534,483

Line up the Amendment information as best as possible in the following boxes

Amendment #	End Date (mm/dd/yy)	Amount

Business Meeting Information			
Proposed Business Meeting Date	2/13/13	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Discussion
Business Meeting Presenter	Laura (Lawson) Graber	Time Needed:	5 minutes

Agenda Item Subject and Description
Approval of vehicle attributes Request for Proposal (RFO) for \$534,483 to complete a Motor Vehicle Survey and Analysis to provide projections of vehicle technology input data for the personal vehicle choice model to support Energy Commission forecasts of transportation energy demand for the 2013 and 2015 Integrated Energy Policy Reports (IEPR).

Business Meeting approval is not required for the following types of contracts: <i>Executive Director's signature is required in all cases.</i>
<input type="checkbox"/> Contracts less than \$10k (<i>Policy Committee's signature is also required</i>)
<input type="checkbox"/> Amendment for a no-cost time extension. Must be first extension, less than one year and original contract less than \$100k.
<input type="checkbox"/> Contracts less than \$25k for Expert Witness in Energy Facility licensing cases and amendments.

Purpose of Contract or Purpose of Amendment, if applicable
The purpose of this contract is to provide projections of vehicle technology input data for the Personal Vehicle Choice model, the Commercial Vehicle Choice model, the Freight model, and the Transit model to support the Energy Commission forecasts of transportation energy demand. The contractor will collect data on an expanded range of alternative fuel and higher efficiency vehicles reflecting the impacts of economic changes, climate change legislation and higher fuel prices. The vehicle attributes projections are an essential component of the Dynasim model. Updated vehicle attributes will allow the Dynasim model to more accurately forecast transportation energy demand for light, medium, and heavy duty vehicles in the 2013 and 2015 Integrated Energy Policy Reports (IEPR). Additionally, the in-house training component of the contract will reduce staff reliance upon contractor services in the 2017 IEPR and beyond.

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**California Environmental Quality Act (CEQA) Compliance**

1. Is Contract considered a "Project" under CEQA?

☐ Yes: skip to question 2☒ No: complete the following (PRC 21065 and 14 CCR 15378):

Explain why contract is not considered a "Project":

Contract will not cause direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment because contract involves a survey of vehicle manufacturers, a forecast of vehicle attributes, staff training, and a final report..

2. If contract is considered a "Project" under CEQA:

☐ a) Contract **IS** exempt. (Draft NOE required)☐ Statutory Exemption. List PRC and/or CCR section number: _____☐ Categorical Exemption. List CCR section number: _____☐ Common Sense Exemption. 14 CCR 15061 (b) (3)

Explain reason why contract is exempt under the above section:

☐ b) Contract **IS NOT** exempt. The Contract Manager needs to consult with the Energy Commission attorney assigned to their division and the Siting Office regarding a possible Initial Study.

Budgets Information

Contract Amount Funded		Breakdown by FY			Funding Sources			
Funding Source	Amount	FY	Amount	Approved ?	Funding Source	FY	Budget List No.	Amount
ARFVTF	\$		\$	No	Funding Source			\$
ECAA	\$		\$	No	Funding Source			\$
State- ERPA	\$534,483	12-13	\$290,000	Yes	State - ERPA	12-13	600.002	\$140,000
Federal	\$	13-14	\$244,483	No	State - ERPA	12-13	600.007	\$150,000
PIER - E	\$		\$	No	Funding Source			\$
PIER - NG	\$		\$	No	Funding Source			\$
Reimbursement	\$		\$	No	Funding Source			\$
RRTF	\$		\$	No	Funding Source			\$
Other:	\$		\$	No	Other:			\$
TOTAL: \$534,483		TOTAL:	\$534,483		TOTAL: \$290,000			
Reimbursement					Federal Agreement #:			

Contractor's Administrator/ Officer

Name:	James Lyons	Name:	James Lyons
Address:	1801 J Street	Address:	1801 J Street
City, State, Zip:	Sacramento, CA 95811	City, State, Zip:	Sacramento, CA 95811
Phone/ Fax:	916-444-6666	Phone/ Fax:	916-444-6666
E-Mail:	jlyons@sierraresearch.com	E-Mail:	jlyons@sierraresearch.com

Contractor's Project Manager**Contractor Is**

- ☒ Private Company (including non-profits)
☐ CA State Agency (including UC and CSU)
☐ Government Entity (i.e. city, county, federal government, air/water/school district, joint power authorities, university from another state)

Selection Process Used

- ☒ Solicitation RFP Solicitation #: 600-12-602 # of Bids: 4 Low Bid? ☐ No ☒ Yes
☐ Non Competitive Bid (Attach CEC 96)
☐ Exempt Select Exemption (see instructions)

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**Civil Service Considerations**

- ☐ Not Applicable (Contract is with a CA State Entity or a membership/co-sponsorship)
- ☐ Public Resources Code 25620, et seq., authorizes the Commission to contract for the subject work. (PIER)
- ☒ The Services Contracted:
- ☒ are not available within civil service
 - ☒ cannot be performed satisfactorily by civil service employees
 - ☒ are of such a highly specialized or technical nature that the expert knowledge, expertise, and ability are not available through the civil service system.
- ☐ The Services are of such an:
- ☐ urgent
 - ☐ temporary, or
 - ☐ occasional nature
- that the delay to implement under civil service would frustrate their very purpose.

Justification:

The estimate of cost for the vehicle attribute survey, projections, and training was based on two previous contracts for similar work. For the 2011 Integrated Energy Policy Report, sixteen light duty vehicle price/policy scenarios for nine fuel types were evaluated for \$123,099. For the 2009 Integrated Energy Policy Report, ten light duty fuel price/policy scenarios and eight vehicle fuel types were evaluated for a total of \$98,347. The current contract calls for sixteen light, medium, and heavy duty vehicle price and policy scenario forecasts to be provided for fourteen fuel types at two Integrated Energy Policy Reports. Additionally, this contract requires the contractor to share their methodology with Energy Commission staff with the intention of bringing the process in-house for the 2017 IEPR and beyond. Due to the addition of medium and heavy duty vehicles, the addition of five fuel types, and the addition of an in-house training requirement, the maximum contract amount was set at \$590,000.

This RFP received four bids. The lowest bid was selected, after accounting for Small Business(SB) and Disabled Veteran Business Enterprise (DVBE) preferences. The adjusted bid amount was \$497,743.88.

Payment Method

- ☒ A. Reimbursement in arrears based on:
- ☒ Itemized Monthly
 - ☐ Itemized Quarterly
 - ☐ Flat Rate
 - ☐ One-time
- ☐ B. Advanced Payment
- ☐ C. Other, explain:

Retention

1. Is contract subject to retention? ☐ No ☒ Yes
- If Yes, Do you plan to release retention prior to contract termination? ☒ No ☐ Yes

Justification of Rates

Among the three passing bidders, this RFP was scored on a cost basis, with the contract being awarded to the lowest bidder, once DVBE and SB preference points were accounted for. The estimate of cost for the vehicle attribute survey was based on two previous contracts for similar work, one set of vehicle attributes projections

Disabled Veteran Business Enterprise Program (DVBE)

1. ☐ Not Applicable
2. ☒ Meets DVBE Requirements DVBE Amount:\$ 26,724.15 DVBE %: 5%
- ☐ Contractor is Certified DVBE
 - ☒ Contractor is Subcontracting with a DVBE: Select Group
3. ☐ Contractor selected through CMAS or MSA with no DVBE participation.
4. ☐ Requesting DVBE Exemption (attach CEC 95)

Is Contractor a certified Small Business (SB), Micro Business (MB) or DVBE?

- ☐ No ☒ Yes
- If yes, check appropriate box: ☒ SB ☐ MB ☐ DVBE

Is Contractor subcontracting any services?

- ☐ No ☒ Yes
- If yes, give company name and identify if they are a Small Business (SB), Micro Business (MB) and/or DVBE:
- | | | | | |
|------------------|--|--|--|--|
| Martec Group | <input checked="" type="checkbox"/> No | <input type="checkbox"/> SB | <input type="checkbox"/> MB | <input type="checkbox"/> DVBE |
| Raney Associates | <input type="checkbox"/> No | <input checked="" type="checkbox"/> SB | <input checked="" type="checkbox"/> MB | <input type="checkbox"/> DVBE |
| Select Group | <input type="checkbox"/> No | <input checked="" type="checkbox"/> SB | <input type="checkbox"/> MB | <input checked="" type="checkbox"/> DVBE |

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**Miscellaneous Contract Information**

- | | | |
|--|--|---|
| 1. Will there be Work Authorizations? | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes |
| 2. Is the Contractor providing confidential information? | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes |
| 3. Is the contractor going to purchase equipment? | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes |
| 4. Check frequency of progress reports | | |
| <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Other... | | |
| 5. Will a final report be required? | <input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes |
| 6. Is the contract, with amendments, longer than a year? If yes, why? | <input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes |
- This contract incorporates two IEPR cycles and an in-house training on vehicle supply forecasts.

The following items should be attached to this CRF

- | | | |
|---|---|--|
| 1. Scope of Work, Attach as Exhibit A. | <input type="checkbox"/> N/A | <input checked="" type="checkbox"/> Attached |
| 2. Budget Detail, Attach as Exhibit B. | <input type="checkbox"/> N/A | <input checked="" type="checkbox"/> Attached |
| 3. CEC 96, NCB Request | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |
| 4. CEC 30, Survey of Prior Work | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |
| 5. CEC 95, DVBE Exemption Request | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |
| 6. Draft CEQA Notice of Exemption (NOE) | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |
| 7. Resumes | <input type="checkbox"/> N/A | <input checked="" type="checkbox"/> Attached |
| 8. CEC 105, Questionnaire for Identifying Conflicts | | <input checked="" type="checkbox"/> Attached |
| 9. CEC 106, IT Component Reporting Form | | <input checked="" type="checkbox"/> Attached |

Contract Manager_____
Date_____
Office Manager_____
Date_____
Deputy Director_____
Date

The following signatures are only required when contract approval is delegated to the Executive Office and not approved at a Business Meeting.
See Business Meeting Information Section.

Presiding Policy Committee_____
Date_____
Associate Policy Committee_____
Date_____
Executive Director_____
Date